



**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
SECOND SUPERVISORY DISTRICT COUNTIES OF  
MONROE AND ORLEANS**

There will be a Regular Meeting of the Monroe 2-Orleans Board of Cooperative Educational Services on Wednesday, June 17, 2026, at 6:00 pm at the Richard E. TenHaken Educational Services Center, 3599 Big Ridge Road, Spencerport, NY 14559

*Anticipated Executive Session immediately following the regular board meeting to discuss negotiations with*

**BOARD MEMBERS**

Dennis Laba, President	Kathleen Dillon
R. Charles Phillips, Vice President	Gerald Maar
John Abbott	Michael May
Christa Bowling	James Musshafen
Salvatore DeLuca	Xavier Williams - Student Board Member

**AGENDA**

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Public Interaction
4. SHINE Awards
5. Approval of Minutes: May 13, 2026, Meeting Minutes
6. Financial Reports
  1. Resolution to Accept Treasurer's Report
  2. Resolution to Accept WinCap Reports
  3. Internal Claims Log (Vicki Amoroso)
  4. Annual Vehicle Inventory
7. Audit Committee  
2026-27 Audit Committee Membership Discussion
8. Old Business
9. New Business
  1. Resolution to Authorize Funding the Career Technical Education Equipment Reserve Fund up to \$150,000
  2. Resolution to Authorize Funding the Teachers' Retirement Contribution Reserve Sub-Fund up to \$70,000
  3. Resolution to Authorize Funding the Retirement Contribution Reserve up to \$1,500,000
  4. Resolution to Authorize Funding the Insurance Reserve Fund up to \$400,000
  5. Resolution to Authorize Funding Liability Reserve Fund up to \$300,000

6. Resolution to Approve Revised Management Letter Corrective Action Plan for Year Ended June 30, 2025
  7. Resolution to Approve Revised Extra Classroom Corrective Action Plan for the Year Ended June 30, 2025
  8. Resolution to Approve Lease Amendment with Turner Drive and Assoc., LLC
  9. Resolution to Approve the 2026-27 Chemical Hygiene Plan
  10. Resolution to Authorize DPAs Negotiated by the RIC (Regional Information Center) ROC (Risk Operations Center) and its Attorneys
  11. Resolution to Approve Policy 6220 Alcohol, Drugs and Other Substances
  12. Resolution to Approve the 2026-27 Academic Intervention Services (AIS) Plan
  13. Resolution to Accept Donation of 2019 Chevy Malibu From West Herr Group
  14. Resolution to Accept Donation of Ecoline 4941 Sandblaster from Kirk Pittman/Thermofisher
- 
10. Personnel and Staffing
    1. Resolution to Approve Personnel and Staffing Agenda
    2. Resolution to Approve Individual Agreements
    3. Resolution to Approve Extension of Probationary Period
  11. Bids/Lease Purchases  
There are no bids/lease purchases this month.
  12. Student Board Member Report - Xavier Williams
  13. Executive Officer's Reports
    1. Albany D.S. Report
    2. Local Update
  14. Upcoming Meetings/Calendar Events
    - June 19 Juneteenth Holiday, BOCES Closed
    - June 24 1:00 pm Westview Graduation ESC, PDC
    - June 25 1:00 pm Audit Committee Meeting ESC, Board Room
    - July 3 July 4<sup>th</sup> Holiday, BOCES CLOSED
    - July 8 6:00 pm Reorganizational- Regular Meeting ESC PDC 1-2
  15. Other Items
  16. Executive Session
  17. Adjournment

1. Call the Meeting to Order
2. Pledge of Allegiance
3. Public Interaction
4. SHINE Awards

5. Approval of Minutes: May 13, 2026, Meeting Minutes

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
SECOND SUPERVISORY DISTRICT COUNTIES OF  
MONROE AND ORLEANS**

## MINUTES

of the Regular Meeting held on Wednesday, May 13, 2026, at 6:00 pm at the Richard E. Ten Haken Educational Services Center, 3599 Big Ridge Road, Spencerport, New York 14559

### Members Present

R. Charles Phillips, VP  
John Abbott  
Christa Bowling  
Kathleen Dillon

Gerald Maar  
Michael May  
James Musshafen  
Xavier Williams

**Absent:** Salvatore DeLuca, Dennis Laba

### Staff Present

Thomas K. Putnam  
Karen Brown  
Steve Dawe  
Ian Hildreth  
Kelly Mutschler

Marijo Pearson  
Steve Roland  
Thomas Schulte  
Jill Slavny

### Guests:

Toni Gagnier  
Shabeli Acevedo  
Brenda Sharp-Polite  
Suzanne Maxim  
Christine Farrell  
Darin Milazzo

Terry Melore  
Tina Bonfiglio  
Heather Case  
Christine Pisaturo Pursel  
Jon Koeng  
Debie Torres

Jenni Zulkosky  
Sarah Davis  
Melanie Dickson  
Mara Culp  
Doug Comanzo

1. The meeting was called to order by VP Phillips at 6:00 pm.
2. Pledge of Allegiance
3. There was no public interaction
4. SHINE Awards – The following staff were recognized by the board this month:
  - Darin Milazzo was recognized by Shawna Geareau-Kurtz, Director CWD
  - Brenda Sharp was recognized by Kerry Macko, Director Department for Exceptional Children
  - Debie Torres was recognized by Jon Koeng, Principal, CTE
5. Approval of Minutes  
Resolved: To Approve the Minutes of April 15, 2026, Regular Meeting  
*Moved by M. May, seconded by K. Dillon; passed unanimously*
6. Board Presentation - Exceptional Children Program Updates were presented by Director Kerry Macko and Instructional Specialists Tina Bonfiglio, Sarah Davis and Danielle Lunt. The board asked questions and gave special kudos to staff working with SEPTO for bringing families together. The board thanked the presenters who then left the meeting at 6:35 pm.

7. Financial Reports

1. Resolved: To Accept the Treasurer’s Report as presented  
*Moved J. Abbott, seconded by K. Dillon; passed unanimously*
2. Resolved: To Accept the Win Cap Reports as presented  
*Moved by J. Musshafen seconded by K. Dillon; passed unanimously*

8. Old Business – The board reviewed a draft of Board Handbook. Comments and suggestions were noted by the board clerk and will be incorporated into a final version for board approval at a later date.

9. New Business

1. Resolved: To Waive the Second Reading and Approve the Various Annual Policies as Presented.  
*Moved by M. May, seconded J. Abbott; passed unanimously*
2. Resolved: To Adopt the 2026-27 Monroe 2-Orleans BOCES Budget  
*Moved by K. Dillon, seconded J. Abbott; passed unanimously*
3. Resolved: To Approve 2026-27 Classroom Lease Template  
*Moved by M. May, seconded K. Dillon; passed unanimously*
4. Resolved: To Approve 2026 Summer Program Lease Template  
*Moved by C. Bowling, seconded K. Dillon; passed unanimously*
5. Resolved: To Accept Corrective Action Plan Comptroller’s Audit 2025M-134  
*Moved by M. May, seconded J. Musshafen; passed unanimously*
6. Resolved: To Accept Capital Project Bid as follows:

<u>Contract No. 01</u>	General Trades: Public Base Bid	D’Agostino General Contractors \$425,200
	Total for Award	\$425,200
 <u>Contract No. 02</u>	 Mechanical: Public Base Bid	 Pipitone Enterprises \$ 565,000
	Total for Award	\$ 565,000

*Moved by J. Musshafen, seconded K. Dillon; passed unanimously*

7. Resolved: To Accept Re-Donation of 3 vehicles from Monroe Community College as follows:  
  
2018 GMC Terrain, VIN# 3GKALVEXOJL183844  
2015 Chevrolet Camaro, VIN# 1G1FH1R7XG0129942  
2017 GMC Sierra Diesel, VIN# 1GT`2UEY6HF214598  
*Moved by M. May, seconded J. Musshafen; passed unanimously*
8. Resolved: To Accept License Agreement for Space at Rochester Tech Park as Presented  
*Moved by M. May, seconded J. Abbott; passed unanimously*

9. Resolved: To Accept Turner Drive Amendment as Presented  
*Moved by K. Dillon, seconded M. May; passed unanimously*

10. Personnel and Staffing

1. Resolved: To Approve the Personnel and Staffing Agenda as presented  
*Moved by J. Abbott, seconded by C. Bowling; passed unanimously*

2. Be it so hereby resolved that the following positions be created:

1.0 FTE	Associate Director of Post-Secondary Pathways, 12 months/year
1.0 FTE	Business & Education Alliance Coordinator, 12 months/year
3.0 FTE	Early College Access Specialist, 10 months/year
1.0 FTE	Grants and Budget Analyst, 12 months/year

*Moved by K. Dillon, seconded by C. Bowling; passed unanimously. Job descriptions were requested.*

11. Bids/Lease Purchases

Resolved: To Accept the bid recommendations and awarding of the following bids and lease purchases as presented

1. Cooperative Pest Control  
Bid #RFB-2169-26  
Optimum Pest Pros LLC. \$12,000.00

2. WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2026 – 2027 fiscal year, for 3P Learning, 7 Mindsets Academy, A+ Educators dba Woz ED, Accelerate Learning, Age of Learning, Inc, Aha Moments, Inc., Airia Holdings LLC dba Brain Freeze LLC, American Reading, Amplify Education, Inc., Apple, Ativion (formerly Impero Software), B.E. Publishing, Beable Education, Benchmark Education Company LLC, Blocks, Boddle Learning Inc., Boom Learning, Brain Pop, Branching Minds LLC, Breakout EDU, Bright Village Ventures LLC, Brisk Labs Corp., Carahsoft, Carnegie Learning, CDW Lightspeed Solutions LLC dba Lightspeed Systems, CEED, Inc., Cengage Learning, Inc. (formerly Gale), CentralReach, LLC, CharmTech Labs, LLC, Classwork.com dba Work on Learning, Inc., CMS Neptune, Code.org, CodeCombat, CodeHS, Inc., Code Monkey, Coder Kids, Inc. DBA Ellipsis Education, Committee for Children, Concourse Tech Inc., Cordance Operations LLC dba Hapara, Creative Empire dba Mango Languages, Curipod Inc., Curriculum Associates, Deeloh Technologies, Inc. (DBA Extempore), Defined Learning, Delta Math Solutions, Digital Respons-Ability, Discovery Education, Drone Sports Inc., DroneBlocks LLC, EBSCO, EdforTech Alliance, EdforTech Corp., Edia Learning, EdTechLive dba LessonLoop, Edmentum, EdPuzzle, Education Advanced, Education, Training and Research Associates (ETR), Educational Vistas, EduPlanet21, eDynamic Holdings, LP, Electronic Gaming Federation, Elemetari LLC, EliteGamingLive, Encyclopedia Britannica, Inc., Ereflect Inc, eSpark Learning Inc., EverFi, Family Zone dba Linewize, Faria (Rubicon

West, Inc.), Find Your Grind Inc., Flint, Forward Education, Frontline Technologies Group, Genially, Grammar Flip, LLC, Great Minds PBC, Harris Education Solutions (eDoctrina), Hello World CS, Hiperware Labs, Hive Class, Inc., HMH Education Company (formerly Houghton Mifflin Harcourt), imaqiLabs AB, Imagine Learning LLC, Immersed Games, Infobase Holdings, Instructional Empowerment Inc. dba Marzano Evaluation Center, Instructure, Intelitek Inc. (Coder Z), iSafe, iStation (Imagination Station), IXL Learning, Just Right Reader, Kahoot! ASA, Khan Academy, Kialo GmbH, Kiddom, Kinems, Kira Learning, Knowt Inc., Koalluh, Inc. dba LitLab.ai, Kognity, US, Inc., Lazel, Inc., a Cambium Learning Group company (Formerly ExploreLearning and Learning A-Z), Learn By Doing, Learnics, Learning Ally, Learning Explorer Inc., Learning Without Tears, Learning.com, Legends of Learning, LEGO Brand Retail, Inc. dba Lego Education, Lexia Learning Systems LLC, Liminex Inc. dba GoGuardian and Pear Deck Learning, Linkit, Local Impact, Logisoft Computer Products, LLC, MagicSchool Inc., Maia Learning, Makers Empire, Mathspace Inc., MantisEDU Inc., McGraw Hill, Merlyn Mind Inc., Mind Education, Moby Max Education, Mosa Mack Science, Inc., Mr. Elmer LLC, MusicFirst, Newsela, NextWave Stem, No RedInk, Noiz Ivy, Inc. dba OYOclass.com, Notable dba Kami, Panorama Education, Pearson, Performance Learning Systems dba PLS 3rd Learning, Platform Athletics, LLC, Play Vs Inc. (acquitted by High School eSports League), PowerSchool Holdings, LLC dba PowerSchool Group LLC, Prometric, Prisms of Reality Inc., ProSolve, LLC, Quaver, Radish Education dba Magma Math, Reading Horizons, Renaissance Learning, Rethink Autims dba Rethink ED, Right Reason Technologies, Ripple Effects, Riverside Assessments LLC dba Riverside Insights (formerly Aperture Education LLC), RocketLit Inc., Robo Wunderkind, Rocket Drones, Inc., SAM Labs, SAY IT Labs Inc, SchoolAI, SchoolBeat (formerly MooZoom), SchoolLinks, SchoolStatus LLC (formerly SchoolBinder dba TechBoost), Scoir, Securly Inc., SeeSaw Learning, SkillStruck Inc., Smart Science Education (acquired by Pitsco Education, Inc.), Springbay Studio Ltd., STEM SIMS, Study.com LLC, Suntex, Superluminal Technology, Inc. dba Passport for Good, Tech4Learning, TechRow, Tequipment, The Language Express dba Brighten Learning, Thimble.io, Think Group Holdings, Inc. dba Frenalytics, Think Tech Solutions, Thriving Students Collective Inc., TinkRworks, Inc., Tools For Schools, TouchMath Acquitision LLC dba TouchMath LLC, TrueMark Systems Corporation, Unruly Studios Inc., Varsity Tutors for Schools (Nerdy), Vernier Science Education, Vivi, LLC, Wakelet, Wallwisher, Inc. dba Padlet, Waterford, Wayground (formerly Quizizz, WeVideo, WhyMaker, William H. Sadlier, Inc, World Book, Inc., World Wide Scholastic eSports Foundation (NASEF), XAP Corporation, Xello, YourWay Learning (LINC, Learning Innovation Catalyst), YouScience, LLC, zSpace Inc.

WHEREAS, The Monroe 2 – Orleans BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the Monroe 2 – Orleans BOCES Board authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above-mentioned software/learning packages, and record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the Monroe 2 – Orleans BOCES Board agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Monroe 2 – Orleans BOCES Board agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

3. WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for the 2026-2027 fiscal year for BookNook Inc., Connections Education LLC dba Pearson Virtual Schools, D2L Ltd., Edmentum, eDoctrina, Educere, Florida Virtual School (FlexPoint Education), Fullmind (Formerly iTutor), Imagine Learning LLC, Instructure, Inc., Kaltura, MGRM Pinnacle, MyVRSpot (dba MyVideoSpot), Panapto, Inc., PowerSchool, Right Reason Technologies, Spider Learning, Inc., Tutor Me Education, Varsity Tutors for Schools LLC

WHEREAS, The Monroe 2- Orleans BOCES is desirous of participating with other BOCES Districts in New York State in joint agreements for the distance learning student courses mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the Monroe 2 – Orleans BOCES Board authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above-mentioned courses, and record training sessions in Zoom and post those recorded sessions to the consortium, and,

BE IT FURTHER RESOLVED, That the Monroe 2- Orleans BOCES Board agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Monroe 2- Orleans BOCES Board agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

*Items 11.1-3 were moved together by M. May, seconded by J. Abbott; passed unanimously*

12. Student Board Member Report - X. Williams was not present

13. Executive Officer's Report

- April 15, 2026 Annual Meeting was attended by 108 component board members, superintendents and administrators. Candidates for open seats were introduced. Terry Melore will be taking over for Chuck Phillips who is not seeking another term after 35 years of service to the BOCES Board. Salvatore DeLuca will be completing the term vacated by Stephanie Merklel for the Holley CSD.
- BOCES 2 Dental Assisting Program represented us at the BOCES Expo Day in Albany on April 20, 2026
- The SkillsUSA Signing Day took place on May 6, 2026 at the Lowes in Brockport.
- Community Champions Breakfast celebrated area business partnerships with Districts. The event was coordinated by ACT for Education and Junior Achievement
- Greater Rochester Chamber of Commerce Meeting – April 17
- Spring CTE Local Advisory – May 7
- Advisory Councils continue to meet with focus on the areas of Human Resources, Employee Experience, Instructional Spaces, and Strategic Planning

- Assistant Superintendent Search Process Update
- Education Foundation Sponsor Event was held May 12

14. Upcoming Meetings/Calendar Events – the various meetings for the month were listed in the agenda
15. Other Items - Mike May and Jim Musshafen reported back that the National School Boards Association was productive.
16. Executive Session  
At 7:05 pm, a motion was made by M. May to adjourn to executive session, seconded by J. Abbott; passed unanimously.

Respectfully Submitted,

  
 Kelly Mutschler  
 Clerk of the Board

**Members Present**

R. Charles Phillips, Vice- President  
 John Abbott  
 Christa Bowling  
 Kathleen Dillon

Gerald Maar  
 Michael May  
 James Musshafen

**Others present:** Karen Brown, Steve Roland

At 7:44 pm, a motion was made by J. Abbott, seconded by M. May to come out of Executive Session; passed unanimously.

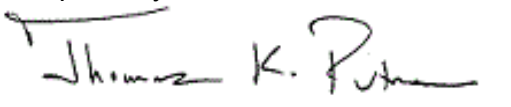
Be it so hereby resolved that:

1. *The Board approves a salary increase of 4.0% for the Classified Staff hired prior to April 1, 2026, for the period of July 1, 2026 – June 30, 2027;*
2. *The Board approves the following changes to Classified Staff health insurance:*  
*Staff hired prior to July 1, 2010:*  
*Effective January 1, 2027: Blue Point 2 Value with a staff contribution rate of 14%*  
*Staff hired on or after July 1, 2010:*  
*Effective January 1, 2027: Blue Point 2 Value with a staff contribution rate of 20%.*

Moved by J. Abbott; seconded by J. Musshafen; motion carried.

17. Adjournment At 7:45 pm, a motion was made by K. Dillon, to adjourn the meeting, seconded by M. May; passed unanimously.

Respectfully submitted,

  
 Thomas K. Putnam, Ed.D.  
 District Superintendent, Clerk Pro Tem

6. Financial Reports

1. Resolution to Accept Treasurer's Report
2. Resolution to Accept WinCap Reports
3. Internal Claims Log (Vicki Amoroso) no log this month
4. Annual Vehicle Inventory

## Monroe 2 - Orleans BOCES

### Treasurer's Report

Period Ending April 30, 2026

	<b>GENERAL FUND</b>		<b>SPECIAL AID FUND</b>	
<b>BEGINNING CASH ON HAND</b>		21,120,340.89		769,102.41
<b>RECEIPTS:</b>				
Interest Earned	77,467.68		146.01	
Charges for Services	7,830,770.51		-	
Non-Contract Services	94,769.02		-	
Collected for Other Funds	-		-	
State, Federal and Local Aid	12,852.25		745,751.56	
Transfers from Other Funds	421,344.44		-	
Miscellaneous Funds	229,418.37		-	
<b>TOTAL RECEIPTS</b>	<b>8,666,622.27</b>	<b>8,666,622.27</b>	<b>745,897.57</b>	<b>745,897.57</b>
<b>DISBURSEMENTS</b>				
Payroll and Benefits	3,482,515.83		1,050.00	
Warrants	7,593,076.75		68,567.10	
Transfers to Other Funds	-		421,344.44	
Miscellaneous Disbursements	85,913.54		53.40	
<b>TOTAL DISBURSEMENTS</b>	<b>11,161,506.12</b>	<b>(11,161,506.12)</b>	<b>491,014.94</b>	<b>(491,014.94)</b>
<b>ENDING CASH ON HAND:</b>		<b>18,625,457.04</b>		<b>1,023,985.04</b>
GENERAL FUND CHECKING	5,618,453.59		SPECIAL AID CHKG - CHASE	1,023,985.04
GENERAL FUND CLASS	6,640,159.99		SPECIAL AID CHKG - M&T	-
PAYROLL CHECKING	155,462.69			
DENTAL/FSA ACCOUNT CASH	169,714.66			
GENERAL FUND CD	1,063,187.00			
CASH- LIABILITY RESERVE	718,438.40			
CASH- UNEMPLOYMENT RES	259,844.80			
CASH- CTE RESERVE	145,065.54			
CASH - INSURANCE RESERVE	660,580.57			
TREASURY INVESTMENTS	3,194,549.80			
	<b>18,625,457.04</b>			<b>1,023,985.04</b>

**BEGINNING CASH ON HAND**

**MISC SPECIAL REVENUE**

333,641.21

**RECEIPTS:**

Interest Earned

328.25

Component Contributions

-

Transfers from Other funds

-

Donations

-

Miscellaneous Funds

-

**TOTAL RECEIPTS**

328.25

328.25

**DISBURSEMENTS**

Warrants

-

Scholarships

-

Transfers to Other Funds

-

Miscellaneous Disbursements

-

**TOTAL DISBURSEMENTS**

-

-

**ENDING CASH ON HAND:**

333,969.46

B4 SCIENCE

255,689.23

GIFT FUND SAVINGS

78,280.23

333,969.46

**CAPITAL FUND**

3,587,237.74

9,415.94

-

-

-

-

9,415.94

9,415.94

398,333.29

-

-

-

398,333.29

(398,333.29)

3,198,320.39

CAPITAL FUND CHECKING

47,478.57

CAPITAL FUND INVESTMENTS

3,150,841.82

3,198,320.39

----- CUSTODIAL FUNDS -----

	Rochester Area School Health Plan I	Rochester Area School Health Plan II	Rochester Area School Workers' Comp Plan	Wayne Finger Lakes Workers' Comp Plan	TOTAL CUSTODIAL
<b>BEGINNING CASH ON HAND</b>	20,276,265.13	137,845,259.48	48,012,490.69	344,301.81	206,478,317.11
<b>RECEIPTS:</b>					
Interest Earned	36,087.24	361,814.69	131,572.30	-	
Contributions	1,171,219.90	23,162,025.83	1,945,587.50	155,698.19	
Miscellaneous Funds	252,396.60	227,031.00	25,524.55	-	
<b>TOTAL RECEIPTS</b>	1,459,703.74	23,750,871.52	2,102,684.35	155,698.19	27,468,957.80
<b>DISBURSEMENTS</b>					
Claims	1,348,737.71	38,032,866.82	571,492.12	197,396.65	
Admin and Other Disbursements	90,788.85	792,196.44	7,323.95	-	
<b>TOTAL DISBURSEMENTS</b>	1,439,526.56	38,825,063.26	578,816.07	197,396.65	(41,040,802.54)
<b>ENDING CASH ON HAND:</b>	20,296,442.31	122,771,067.74	49,536,358.97	302,603.35	192,906,472.37
RASHP I CHECKING	1,183,051.43				1,183,051.43
RASHP I SAVINGS / INVESTMENTS	10,826,577.26				10,826,577.26
RASHP II CHECKING		4,035,120.45			4,035,120.45
RASHP II SAVINGS / INVESTMENTS		72,671,346.35			72,671,346.35
RASWC CHECKING			1,546,521.61		1,546,521.61
RASWC SAVINGS / INVESTMENTS			30,227,934.44		30,227,934.44
WFL WC CHECKING				302,603.35	302,603.35
TREASURY INVESTMENTS	8,286,813.62	46,064,600.94	17,761,902.92		72,113,317.48
<b>TOTAL CASH</b>	20,296,442.31	122,771,067.74	49,536,358.97	302,603.35	192,906,472.37

Collateral Analysis	M&T Bank	Five Star Bank	Chase Bank
Bank Totals	9,944,406.14	79,261,839.21	11,147,392.46
<i>Collateral:</i>			
FDIC	500,000.00	250,000.00	250,000.00
Additional FDIC through CD Option	-	62,022,524.53	-
Collateral held by Bank	-	-	14,437,877.64
Collateral held by Third Party	9,759,279.09	17,608,528.51	-
	<u>10,259,279.09</u>	<u>79,881,053.04</u>	<u>14,687,877.64</u>
Over / (Under) Collateralized	314,872.95	619,213.83	3,540,485.18

Treasurer's Notes:

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This is to certify that I have received these balances:

Kelly Mustache  
District Clerk

[Signature]  
Assistant Superintendent for Finance and Operations

[Signature]  
Treasurer

6/9/2026  
Date

6/5/26  
Date

5/22/26  
Date

# MONROE 2 - ORLEANS BOCES

Revenue Status Report As Of: 05/31/2026

Fiscal Year: 2026

Fund: A GENERAL FUND

Revenue Account	Service	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
0 Administration			12,812,690.00	421,053.07	13,233,743.07	12,694,194.85	632,216.93	513,721.78
1 Career Education			13,319,616.00	43,359.46	13,362,975.46	13,343,786.83	0.00	1,188.01
2 Special Education			38,109,248.48	1,616,664.38	39,725,912.86	38,840,660.67	1,028,578.31	201,862.39
3 Itinerent Services			8,261,856.35	-232,567.29	8,029,289.06	7,266,986.36	790,035.38	27,768.38
4 General Instruction			4,905,485.17	1,966,870.22	6,872,355.39	6,820,356.58	251,503.51	201,131.39
5 Instruction Support			27,717,413.16	7,359,640.11	35,077,053.27	32,376,817.43	2,119,312.46	188,093.16
6 Other Services			10,776,899.59	13,814,097.11	24,590,996.70	24,508,245.37	178,468.21	701,467.38
<b>Total GENERAL FUND</b>			<b>115,903,208.75</b>	<b>24,989,117.06</b>	<b>140,892,325.81</b>	<b>135,851,048.09</b>	<b>5,000,114.80</b>	<b>1,835,232.49</b>

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

# MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 05/31/2026

Fiscal Year: 2026

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>0 Administration</b>							
100 SALARIES		1,469,952.00	100,700.00	1,570,652.00	1,431,221.45	113,308.51	26,122.04
200 EQUIPMENT		18,750.00	163,657.88	182,407.88	112,311.77	54,137.97	15,958.14
300 SUPPLIES		17,050.00	7,427.00	24,477.00	14,196.88	5,562.86	4,717.26
400 CONTRACTUAL		525,092.00	1,393,132.47	1,918,224.47	871,049.58	441,807.24	605,367.65
470 Rental of Facilities		2,760,820.00	-500,000.00	2,260,820.00	2,037,340.89	125,519.76	97,959.35
700 INTEREST ON REVENUE NOTES		5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
800 EMPLOYEE BENEFITS		798,626.00	-65,200.00	733,426.00	651,772.15	78,599.86	3,053.99
899 Oth Post Retirement Benft		5,738,618.00	-685,000.00	5,053,618.00	4,288,646.06	0.00	764,971.94
910 TRANSFER TO CAPITAL FUND		1,093,058.00	0.00	1,093,058.00	1,093,058.00	0.00	0.00
950 TRANSFER FROM O & M		83,628.00	0.00	83,628.00	83,628.00	0.00	0.00
960 TRANSFER CHARGE		302,096.00	506,335.72	808,431.72	808,431.72	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		0.00	-500,000.00	-500,000.00	-500,000.00	0.00	0.00
<b>Subtotal of 0 Administration</b>		<b>12,812,690.00</b>	<b>421,053.07</b>	<b>13,233,743.07</b>	<b>10,891,656.50</b>	<b>818,936.20</b>	<b>1,523,150.37</b>
<b>1 Career Education</b>							
100 SALARIES		6,278,948.00	-211,447.29	6,067,500.71	4,990,414.54	1,077,149.70	-63.53
200 EQUIPMENT		185,000.00	166,799.47	351,799.47	299,393.47	45,265.99	7,140.01
300 SUPPLIES		542,025.00	224,280.70	766,305.70	607,419.68	117,139.03	41,746.99
400 CONTRACTUAL		562,750.00	207,799.39	770,549.39	623,222.32	125,590.34	21,736.73
800 EMPLOYEE BENEFITS		3,292,534.00	-400,015.85	2,892,518.15	2,500,438.82	370,334.58	21,744.75
950 TRANSFER FROM O & M		1,789,794.00	0.00	1,789,794.00	1,789,794.00	0.00	0.00
960 TRANSFER CHARGE		669,565.00	52,686.54	722,251.54	722,226.54	0.00	25.00
990 TRANS CREDTS FR OTHER FUND		-1,000.00	0.00	-1,000.00	-1,000.00	0.00	0.00
<b>Subtotal of 1 Career Education</b>		<b>13,319,616.00</b>	<b>40,102.96</b>	<b>13,359,718.96</b>	<b>11,531,909.37</b>	<b>1,735,479.64</b>	<b>92,329.95</b>
<b>2 Special Education</b>							
100 SALARIES		6,245,075.00	-61,430.08	6,183,644.92	4,535,904.95	1,027,677.89	620,062.08
200 EQUIPMENT		76,108.00	97,904.19	174,012.19	76,800.92	67,843.58	29,367.69
300 SUPPLIES		67,823.00	6,452.47	74,275.47	41,346.81	19,381.83	13,546.83
400 CONTRACTUAL		1,908,040.96	-1,301,952.23	606,088.73	368,106.68	81,572.55	156,409.50
490 SCH DIST AND OTHER BOCES		7,630,599.52	2,332,729.28	9,963,328.80	9,963,328.80	0.00	0.00
800 EMPLOYEE BENEFITS		3,874,704.00	176,545.75	4,051,249.75	3,738,295.25	82,012.00	230,942.50
950 TRANSFER FROM O & M		710,478.00	0.00	710,478.00	710,478.00	0.00	0.00
960 TRANSFER CHARGE		17,596,420.00	90,348.50	17,686,768.50	17,686,768.50	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		0.00	-62,218.62	-62,218.62	-62,218.62	0.00	0.00
<b>Subtotal of 2 Special Education</b>		<b>38,109,248.48</b>	<b>1,278,379.26</b>	<b>39,387,627.74</b>	<b>37,058,811.29</b>	<b>1,278,487.85</b>	<b>1,050,328.60</b>
<b>3 Itinerent Services</b>							
100 SALARIES		10,448,626.00	-1,026,954.04	9,421,671.96	7,250,635.43	1,556,339.52	614,697.01
200 EQUIPMENT		183,280.00	67,845.70	251,125.70	118,657.50	111,116.20	21,352.00
300 SUPPLIES		62,387.00	14,042.15	76,429.15	28,276.02	17,056.02	31,097.11
400 CONTRACTUAL		689,872.00	1,180,215.05	1,870,087.05	985,722.76	677,137.06	207,227.23

# MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 05/31/2026

Fiscal Year: 2026

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
490 SCH DIST AND OTHER BOCES		29,715.35	138,812.05	168,527.40	168,527.40	0.00	0.00
800 EMPLOYEE BENEFITS		5,901,950.00	-641,290.08	5,260,659.92	4,590,867.82	128,148.01	541,644.09
950 TRANSFER FROM O & M		5,456.00	0.00	5,456.00	5,456.00	0.00	0.00
960 TRANSFER CHARGE		2,041,372.00	4,718.00	2,046,090.00	2,046,090.00	0.00	0.00
970 TR CREDS FR SERVICE PROGR		-11,100,802.00	0.00	-11,100,802.00	-11,100,802.00	0.00	0.00
<b>Subtotal of 3 Itinerent Services</b>		<b>8,261,856.35</b>	<b>-262,611.17</b>	<b>7,999,245.18</b>	<b>4,093,430.93</b>	<b>2,489,796.81</b>	<b>1,416,017.44</b>
<b>4 General Instruction</b>							
100 SALARIES		2,341,247.00	109,921.58	2,451,168.58	2,089,459.84	158,943.29	202,765.45
200 EQUIPMENT		6,000.00	20,145.44	26,145.44	-281.79	22,946.14	3,481.09
300 SUPPLIES		14,655.00	6,323.58	20,978.58	12,267.95	6,399.80	2,310.83
400 CONTRACTUAL		624,881.38	-60,089.11	564,792.27	442,766.85	14,992.41	107,033.01
490 SCH DIST AND OTHER BOCES		627,702.79	1,878,127.93	2,505,830.72	1,893,100.48	0.00	612,730.24
800 EMPLOYEE BENEFITS		903,931.00	5,153.33	909,084.33	685,842.98	57,963.10	165,278.25
950 TRANSFER FROM O & M		189,699.00	0.00	189,699.00	189,699.00	0.00	0.00
960 TRANSFER CHARGE		251,299.00	18,726.38	270,025.38	270,025.38	0.00	0.00
970 TR CREDS FR SERVICE PROGR		-51,095.00	0.00	-51,095.00	-51,095.00	0.00	0.00
990 TRANS CREDS FR OTHER FUND		-2,835.00	0.00	-2,835.00	-2,835.00	0.00	0.00
<b>Subtotal of 4 General Instruction</b>		<b>4,905,485.17</b>	<b>1,978,309.13</b>	<b>6,883,794.30</b>	<b>5,528,950.69</b>	<b>261,244.74</b>	<b>1,093,598.87</b>
<b>5 Instruction Support</b>							
100 SALARIES		6,656,618.00	-171,181.22	6,485,436.78	5,422,558.31	796,926.40	265,952.07
200 EQUIPMENT		5,809,974.00	3,772,470.13	9,582,444.13	4,078,360.17	4,744,608.41	759,475.55
300 SUPPLIES		928,724.00	242,558.10	1,171,282.10	734,595.14	288,145.60	148,541.36
400 CONTRACTUAL		11,014,763.00	3,047,417.12	14,062,180.12	10,545,971.24	2,674,554.81	841,654.07
490 SCH DIST AND OTHER BOCES		999,850.16	652,605.42	1,652,455.58	1,467,702.61	0.00	184,752.97
800 EMPLOYEE BENEFITS		3,355,411.00	-209,456.34	3,145,954.66	2,906,675.98	247,831.92	-8,553.24
950 TRANSFER FROM O & M		1,058,191.00	0.00	1,058,191.00	1,058,191.00	0.00	0.00
960 TRANSFER CHARGE		1,385,943.00	18,029.50	1,403,972.50	1,403,972.50	0.00	0.00
970 TR CREDS FR SERVICE PROGR		-3,435,920.00	-144,251.42	-3,580,171.42	-3,580,146.42	0.00	-25.00
990 TRANS CREDS FR OTHER FUND		-56,141.00	0.00	-56,141.00	-56,141.00	0.00	0.00
<b>Subtotal of 5 Instruction Support</b>		<b>27,717,413.16</b>	<b>7,208,191.29</b>	<b>34,925,604.45</b>	<b>23,981,739.53</b>	<b>8,752,067.14</b>	<b>2,191,797.78</b>
<b>6 Other Services</b>							
100 SALARIES		2,719,347.00	-48,094.69	2,671,252.31	2,462,756.27	203,331.92	5,164.12
200 EQUIPMENT		455,406.00	926,305.08	1,381,711.08	962,025.54	228,012.06	191,673.48
300 SUPPLIES		36,393.00	-19,166.38	17,226.62	6,979.86	6,172.00	4,074.76
400 CONTRACTUAL		4,239,758.70	491,115.90	4,730,874.60	3,652,883.59	814,697.37	263,293.64
490 SCH DIST AND OTHER BOCES		4,168,353.89	12,278,328.99	16,446,682.88	16,246,634.40	0.00	200,048.48
800 EMPLOYEE BENEFITS		1,276,289.00	-17,885.91	1,258,403.09	1,154,470.29	121,387.76	-17,454.96
950 TRANSFER FROM O & M		151,412.00	0.00	151,412.00	151,412.00	0.00	0.00
960 TRANSFER CHARGE		146,520.00	571.28	147,091.28	147,091.28	0.00	0.00
970 TR CREDS FR SERVICE PROGR		-2,323,275.00	143,482.00	-2,179,793.00	-2,179,793.00	0.00	0.00

## MONROE 2 - ORLEANS BOCES

Budget Status Report As Of: 05/31/2026

Fiscal Year: 2026

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
990 TRANS CREDTS FR OTHER FUND		-93,305.00	4,914.00	-88,391.00	-88,391.00	0.00	0.00
<b>Subtotal of 6 Other Services</b>		<b>10,776,899.59</b>	<b>13,759,570.27</b>	<b>24,536,469.86</b>	<b>22,516,069.23</b>	<b>1,373,601.11</b>	<b>646,799.52</b>
<b>7 Undefined</b>							
100 SALARIES		5,296,110.00	-133,650.36	5,162,459.64	4,606,584.90	459,115.59	96,759.15
200 EQUIPMENT		110,175.00	390,694.51	500,869.51	186,410.07	258,083.62	56,375.82
300 SUPPLIES		257,563.00	100,047.22	357,610.22	249,478.26	76,045.49	32,086.47
400 CONTRACTUAL		2,318,718.00	248,362.27	2,567,080.27	1,981,803.80	463,529.42	121,747.05
490 SCH DIST AND OTHER BOCES		2,000.00	-2,000.00	0.00	0.00	0.00	0.00
800 EMPLOYEE BENEFITS		2,718,888.00	-470,111.76	2,248,776.24	852,994.99	1,125,203.06	270,578.19
950 TRANSFER FROM O & M		739,518.00	0.00	739,518.00	739,518.00	0.00	0.00
960 TRANSFER CHARGE		1,811,204.00	21,159.12	1,832,363.12	1,832,363.12	0.00	0.00
970 TR CREDTS FR SERVICE PROGR		-12,021,503.00	-149,587.00	-12,171,090.00	-12,171,090.00	0.00	0.00
990 TRANS CREDTS FR OTHER FUND		-1,232,673.00	-4,914.00	-1,237,587.00	-1,237,160.00	0.00	-427.00
<b>Subtotal of 7 Undefined</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-2,959,096.86</b>	<b>2,381,977.18</b>	<b>577,119.68</b>
<b>Total GENERAL FUND</b>		<b>115,903,208.75</b>	<b>24,422,994.81</b>	<b>140,326,203.56</b>	<b>112,643,470.68</b>	<b>19,091,590.67</b>	<b>8,591,142.21</b>

<b>Vehicle Inventory - Policy 4520</b>				
<b>2025/26 School Year</b>				
<b>Year</b>	<b>Dept</b>	<b>Make</b>	<b>Class</b>	<b>Cost</b>
2020	Admin	GMC	SUV	\$43,441
2011	B4S	Dodge	Van	\$22,445
2025	B4S	Ford	Van	\$67,750
2018	CaTS	Ford	Van	\$28,879
2021	CaTS	Ford	Van	\$24,144
2019	CTE	Ford	Van	\$30,903
2020	CTE	Ford	Van	\$32,627
2022	CTE	Ford	Van	\$34,927
2023	CTE	Ford	Pickup Truck	\$74,380
2018	CWD	Blue Bird	Bus	\$5,000
2018	CWD	Blue Bird	Bus	\$5,000
2027	CWD	Blue Bird	Bus	\$182,268
2010	O&M	Ford	Pickup Truck	\$25,000
2011	O&M	Chevy	Van	\$19,075
2011	O&M	Ford	Van	\$20,096
2011	O&M	Ford	Van	\$20,258
2011	O&M	Dodge	Van	\$22,445
2015	O&M	Dodge	Van	\$20,955
2016	O&M	Ford	Pickup Truck	\$28,924
2016	O&M	Dodge	Van	\$23,322
2019	O&M	Ford	Pickup Truck	\$40,510
2022	O&M	Dodge	Pickup Truck	\$40,205
2025	O&M	Ford	Pickup Truck	\$63,116
2026	O&M	Ford	Van	\$53,166
2008	O&M	Chevy	Van	\$18,008
2015	Security	GMC	SUV	\$37,918
2023	Security	Ford	SUV	\$52,454
2024	Security	Ford	SUV	\$30,391
2013	Special Ed	Dodge	Van	\$22,958
2014	Special Ed	Dodge	Van	\$20,974
2019	Special Ed	Ford	Van	\$25,906
2022	Special Ed	Ford	Van	\$34,927
2022	Special Ed	Ford	Van	\$34,927
2023	Special Ed	Ford	Van	\$38,817
2023	Special Ed	Ford	Van	\$46,035
2024	Special Ed	Chrysler	Van	\$45,207
2025	Special Ed	Chrysler	Van	\$46,287
			<b>37</b>	<b>\$1,383,645</b>

7. Audit Committee  
2026-27 Audit Committee Membership Discussion

8. Old Business - none

9. New Business

1. Resolution to Authorize Funding the Career Technical Education Equipment Reserve Fund up to \$150,000



Monroe 2–Orleans  
Board of Cooperative Educational Services

Thomas K. Putnam, Ed.D., District Superintendent

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Fax: (585) 352-2442

**Finance  
Office**

**Steve Roland**  
*Deputy Superintendent  
for Finance and Operations*

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**Career and Technical Education (CTE) Equipment Reserve Fund –  
Authorization to Fund**

Resolved, upon the recommendation of the District Superintendent, that the Monroe 2 - Orleans BOCES Board authorizes additional contributions to the previously established Career and Technical Education (CTE) Equipment Reserve Fund up to the amount of \$150,000 from 2025/26 school year expenditures.

9. New Business

2. Resolution to Authorize Funding the Teachers' Retirement Contribution Reserve Sub-Fund up to \$70,000



Monroe 2–Orleans  
Board of Cooperative Educational Services

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**Teachers' Retirement Contribution Reserve Sub-Fund –  
Authorization to Fund**

Resolved, upon the recommendation of the District Superintendent, that the Monroe 2 - Orleans BOCES Board authorizes contributions to the previously established Teachers' Retirement Contribution Reserve Sub-Fund up to the amount of \$70,000 from 2025/26 school year expenditures.

9. New Business

3. Resolution to Authorize Funding the Retirement Contribution Reserve up to \$1,500,000



Monroe 2–Orleans  
Board of Cooperative Educational Services

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**Retirement Contribution Reserve Fund – Authorization to Fund**

Resolved, upon the recommendation of the District Superintendent, that the Monroe 2 - Orleans BOCES Board authorizes additional contributions to the previously established Retirement Contribution Reserve Fund up to the amount of \$1,500,000 from 2025/26 school year expenditures.

9. New Business

4. Resolution to Authorize Funding the Insurance Reserve Fund up to \$400,000



Monroe 2–Orleans  
Board of Cooperative Educational Services

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**Insurance Reserve Fund – Authorization to Fund**

Resolved, upon the recommendation of the District Superintendent, that the Monroe 2 - Orleans BOCES Board authorizes additional contributions to the previously established Insurance Reserve Fund up to the amount of \$400,000 from 2025/26 school year expenditures.

9. New Business

5. Resolution to Authorize Funding Liability Reserve Fund up to \$300,000



Monroe 2–Orleans  
Board of Cooperative Educational Services

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**Steve Roland**

*Deputy Superintendent  
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**Liability Reserve Fund – Authorization to Fund**

Resolved, upon the recommendation of the District Superintendent, that the Monroe 2 - Orleans BOCES Board authorizes additional contributions to the previously established Liability Reserve Fund up to the amount of \$300,000 from 2025/26 school year expenditures.

9. New Business

6. Resolution to Approve Revised Management Letter  
Corrective Action Plan for Year Ended June 30, 2025



**Finance  
Office**

**Steve Roland**  
Assistant Superintendent  
for Finance and Operations  
Tel: (585) 352-2412  
Fax: (585) 352-2756  
Email:  
sroland@monroe2boces.org

June 17, 2026

Mr. Thomas Zuber  
Mengel Metzger Barr & Co., LLP  
100 Chestnut Street, Suite 1200  
Rochester, NY 14604

Tom,

This letter is in response to your Management Letter for the audit of the Monroe 2-Orleans BOCES' financial records for the year-ending June 30, 2025:

**Special Aid Fund**

We continue to work with NYSED to recover funds relating to the Preschool deficit. Our Cost Screen Waivers are awaiting approval from the Division of Budget.

The Adult Education Program had another surplus for the 24/25 school year due to stable enrollment and local grant funding to support student programs in various high demand trades. The EPE Program was, again, positively impacted by multi-year WIOA program grants that enhance services to students. For the 25/26 school year, the program will benefit from multiple new and continuing local grants for adult training programs totaling more than \$700,000.

We implemented our business plan on July 1, 2025, for the 25/26 school year. The Business Office meets regularly with the Adult Education Program to monitor the deficit situation and make adjustments where needed to support adult learning in a fiscally responsible manner. **The business plan was reevaluated in June of 2026 for the upcoming school year.**

**Payroll**

The Vacation Day buyout was done in accordance with our Classified Handbook and approved by Administration. ~~However, effective immediately,~~ Human Resources ~~will~~ created a specific form showing the calculation and the appropriate authorization. **This has been completed; effective June 2026.**

**Disbursements**

A Policy will be created, for the Board's consideration, outlining the process for reimbursing staff for Fingerprinting expenses. This will be in place January 1, 2026.

Please let me know if you have questions or concerns.

Sincerely,

Steve Roland  
Assistant Superintendent  
for Finance and Operations

9. New Business

7. Resolution to Approve Revised Extra Classroom Corrective Action Plan for the Year Ended June 30, 2025



**Finance  
Office**

June 17, 2026

**Steve Roland**  
Assistant Superintendent  
for Finance and Operations  
Tel: (585) 352-2412  
Fax: (585) 352-2756  
Email:  
sroland@monroe2boces.org

Mr. Thomas Zuber  
Mengel Metzger Barr & Co., LLP  
100 Chestnut Street, Suite 1200  
Rochester, NY 14604

Tom,

This letter is in response to your recommendations found in the Audit Report for the Monroe 2-Orleans BOCES' Extraclassroom Activities Fund for the year-ending June 30, 2025.

As a follow up to the audit, the CTE Principal conducted a meeting on October 15, 2025, with the club advisors and central treasurer to address necessary process improvements in response to the audit.

**Vending Machine (Prior Year)**

The CTE Principal is currently meeting with the team on a regular basis to ensure the vending machine sales are reconciled at least semi-annually to inventory sold, and any discrepancies investigated and explained. The Faculty Advisor and Student Treasurer sign the document once completed. This was implemented in October 2025.

**Club Minutes and Reimbursement**

The CTE Principal met with the club advisors and central treasurer on October 15, 2025, and implemented the following:

- Requirements for student leadership; including the selection of student officers are well established and being properly implemented
- Regular meetings are to be held with comprehensive minutes detailing
  - Attendance
  - Voting on all group expenditures
- Appropriate documentation of expenditures
  - Specifically pertaining to advisor reimbursements, there should be evidence of approval of expenditure in meeting minutes and itemized receipts that align with the approved purchase
- Evidence of proper approvals on all payment orders including Student Treasurer, Faculty Advisor, and Chief Faculty Counselor (CTE Principal)

Please let me know if you have questions or concerns.

Sincerely,

Steve Roland  
Assistant Superintendent  
for Finance and Operations

9. New Business
8. Resolution to Approve Lease Amendment with Turner Drive and Assoc., LLC

THIS LEASE AMENDMENT AGREEMENT made the 11th day of June, 2026 by and between Turner Drive and Associates, LLC with offices at 41E West Avenue, Spencerport, New York hereinafter referred to as the “Landlord” and the BOARD OF COOPERATIVE EDUCATIONAL SERVICES MONROE-ORLEANS COUNTIES, hereinafter referred to as the “Tenant”.

WHEREAS, the Landlord owns a certain building located at 35 Turner Drive, Spencerport, New York 14559, and

WHEREAS, on May 10, 2023, the Landlord and Tenant entered a lease for the above premises for a term of ten (10) years commencing July 1, 2023, a copy of said lease is annexed hereto as Exhibit A (hereinafter “2023 lease”), and

WHEREAS, the tenant has requested that Landlord install certain additional improvements to the building as set forth the in the drawings, specifications and contracts by LaBella Associates dated March 3, 2026, referenced herein as Exhibit B but not attached due to size, and

WHEREAS, Landlord has contracted for these improvements as evidenced by a certain contract between Landlord and UDN, Inc. dated April 15, 2026, a copy of which is annexed hereto as Exhibit C, and

WHEREAS, in consideration of the below amendments to the July 1, 2023 lease, it is agreed by the parties as follows:

1. The Landlord, at Landlord’s sole expense, shall make the improvements to the building as described in Exhibits B and C. No deviations from the plans and specifications shall be made without the prior written mutual approval of the parties. To the extent change orders are mutually approved, Tenant shall have the option of paying the cost thereof

within 30 days of payment by the Landlord or adding the costs to the unpaid balance as set forth in paragraph 7 below which shall be adjusted accordingly.

2. The improvements shall be completed as soon as possible but no later than August 15, 2026, and may be reasonably extended with the consent of the tenant due to circumstances that may arise through no fault of the landlord, which consent shall not be unreasonably denied, at which time the building shall be suitable for occupancy by the Tenant for the purposes of Tenant's occupancy.

3. In order to facilitate the improvements, Tenant shall relocate its occupancy to other premises from May 20, 2026 until the premises are ready for occupancy at which time the premises shall be ready for Tenant's occupancy when the provisions of the below amendments shall become effective.

4. The terms and provisions of the 2023 lease shall remain in full force and effect and not merge into this agreement except for those terms and provisions specifically amended in this agreement as set forth below:

#### SPECIFIC AMENDMENTS

5. The term of the 2023 lease as set forth in paragraph 35 of the 2023 lease shall be extended to June 30, 2036.

6. Commencing July 1, 2026, rent as set forth in paragraph 31 of the 2023 lease shall be amended to read as follows:

- a. Base rent shall be paid in accordance with Schedule A attached hereto.
- b. "Subject to paragraph 7 below, the Tenant shall pay as and for temporary additional rent of the premises the rate of \$6,313.22 per month for a total of \$75,758.64, annually. The rent is payable in four (4) installments of \$18,939.66 each on July 1, October 1, January 1 and April 1 upon invoice from Landlord with the first payment due October 1, 2026. For the removal of doubt, it is the intention of the parties that the

increase above is temporary pending payment by the tenant of the then outstanding project balance of \$562,275 as more particularly set forth in paragraph 7.

7. The rent in paragraph 6 above is calculated on the total cost of the improvements being \$1,362,275 of which Tenant will make payment to the Landlord of \$800,000 at such time as LaBella certifies the project is 50% complete, leaving a balance of \$562,275. This \$562,275 is to be amortized over ten years results in an increased payment of \$6,313.22 per month for a total of \$75,758.64 annually. However, the parties agree and intend that Tenant plans to pre-pay the outstanding balance within one year but may do so at any time. Upon payment by Tenant to Landlord for the balance of the projects cost (\$562,275), the rent shall immediately be reduced to the annual rent set forth in Schedule A attached hereto and this amendment shall terminate except for paragraphs 8 and 9 below. Should the tenant make any balance of project payments less than the then total outstanding balance, the increase in rent above the annual rent set forth in Schedule A attached hereto shall be adjusted to reflect an amortization of the then outstanding balance over the remaining term of the lease, which payment shall remain added to the rent set forth in Schedule A attached hereto until outstanding balance is paid in full.

8. Should Tenant exercise its option to terminate the lease pursuant to the provisions of paragraph 27 of the 2023 lease, Tenant will pay any outstanding balance prior to the expiration of the 90-day notice set forth in paragraph 27.

9. Property tax rider: The 2023 lease shall also be amended by inclusion of the following term: Although Landlord agrees to cooperate with the Tenant to eliminate or reduce any real property tax increase resulting from the improvements, to the extent that any increase in the assessed value of the building results from the improvements, the additional real property taxes generated by the increase in assessment caused by the improvements set forth in Exhibit B shall

be added to the yearly rent and paid by Tenant as additional rent concurrent with the lease payments set forth in the 2023 lease.

IN WITNESS WHEREOF, the parties have caused this lease to be executed by their duly authorized officers as set forth below:

BOARD OF COOPERATIVE EDUCATIONAL SERVICES (TENANT)

by \_\_\_\_\_  
Thomas K. Putnam  
District Superintendent

Turner Drive and Associates, LLC

by \_\_\_\_\_  
Richard W. Tallman  
Member

## Schedule A

<b>Year</b>	<b>School Year</b>	<b>Per SF</b>	<b>Rent Payment</b>	<b>Quarterly Payment</b>
1	26/27	\$8.13	\$121,950.00	\$30,487.50
2	27/28	\$8.29	\$124,350.00	\$31,087.50
3	28/29	\$8.45	\$126,750.00	\$31,687.50
4	29/30	\$8.62	\$129,300.00	\$32,325.00
5	30/31	\$8.79	\$131,850.00	\$32,962.50
6	31/32	\$8.96	\$134,400.00	\$33,600.00
7	32/33	\$9.14	\$137,100.00	\$34,275.00
8	33/34	\$9.32	\$139,800.00	\$34,950.00
9	34/35	\$9.50	\$142,500.00	\$35,625.00
10	35/36	\$9.69	\$145,350.00	\$36,337.50

9. New Business

9. Resolution to Approve the 2026-27 Chemical Hygiene Plan

Chemical Hygiene Plan  
For  
Monroe 2-Orleans BOCES  
Science Laboratories  
~~2025-2026-2027~~

# **Monroe 2-Orleans BOCES Chemical Hygiene Plan**

## **For Science Laboratories**

### **I. Introduction**

### **II. Standard Operating Procedures**

- A) General Employee Rules and Procedures
- B) General Laboratory Rules and Procedures
- C) Personal Hygiene Guidelines
- D) Protective Clothing Requirements
- E) Housekeeping Rules
- F) Spill and Accident Procedures
- G) Chemical Storage Rules and Procedures
  - i. Storage Requirements – Compressed Gas Handling Instructions
  - ii. Storage Requirements – Flammable Chemical Handling Instructions
  - iii. Storage Requirements – Corrosive Material Handling Instructions
- H) Procedure – Specific Safety Rules and Guidelines (for extremely hazardous chemicals)
- I) Prior Approval Procedures
- J) Safety Equipment Inspection

### **III. Employee Training**

### **IV. Exposure Evaluations**

### **V. Medical Evaluations**

### **VI. Monitoring**

### **VII. BOCES Emergency Evacuation Plan**

### **VIII. Appendix**

## I. Introduction

In 1990, the United States Occupational Safety and Health Administration (OSHA) instituted a laboratory standard entitled, "The Laboratory Standard - Occupational Exposure to Hazardous Chemicals in Laboratories." This new "Laboratory Standard" has been designed to address the specific safety needs in the laboratory.

The Laboratory Standard ensures that employees and students who work in a laboratory setting will be protected from any chemical exposure that exceeds permissible exposure limits and that employees be educated as to the hazardous nature of the chemicals used in the laboratory. To achieve this goal, the Laboratory Standard requires the BOCES to appoint a chemical hygiene officer to develop, implement, and monitor a chemical hygiene plan.

### **BOCES responsibilities**

To ensure the science programs comply with the Laboratory Standard.

- 1) Record all exposures to hazardous chemicals.
  - a) Record all chemical exposures and use by monitoring instruments to obtain hard data. \*
  - b) Obtain and keep up to date information provided by a medical examination.
  - c) Keep these records and allow employee access to their own medical records, including all employee exposure and medical records unless said access is prohibited by law.  
\*This provision is included in the Lab Standard, but clearly states that exposure levels only need to be monitored if there is an exposure level which is above the permissible exposure limit (PEL) and an OSHA Standard exists for the chemical which requires monitoring. If there is no reason to believe that the PEL has been exceeded, there is no need to monitor exposure levels.
- 2) Train employees to:
  - a) Understand the hazards of chemicals used in the laboratory.
  - b) Recognize signs and symptoms associated with exposure that exceeds permissible exposure limits to hazardous chemicals.
  - c) Properly use personal protective equipment (fume hoods, respirators, goggles, etc.)
  - d) Take measures to prevent exposure that exceeds permissible exposure limits by following laboratory safety procedures.
  - e) Understand the content of the Chemical Hygiene Plan.
- 3) Provide employees access to:
  - a) SDS (Safety Data Sheets).
  - b) The employee's own previous exposure records (if any) and if applicable.
  - c) The employee's own previous medical records (if any) and if applicable.
  - d) The Laboratory Standard and Chemical Hygiene Plan.
  - e) Permissible exposure limits of hazardous chemicals used in the laboratory.
- 4) Process upon receipt of chemicals.
  - a) Upon receipt of chemicals, confirm receipt of SDS (and make them accessible to the employee).
  - b) Make sure the chemical label is proper and contains the minimum amount of information.
    - 1) Chemical name.
    - 2) Hazardous information.
    - 3) Name and address of the manufacturer.

Note: Follow these steps for all chemicals and chemical solutions made and stored in the laboratory or chemical storeroom.

### **The Chemical Hygiene Plan – An Overview**

The Chemical Hygiene Plan is the major ingredient of the Laboratory Standard which will:

- 1) Protect employees from health hazards associated with hazardous chemicals in the laboratory.
- 2) Keep chemical exposures below established permissible exposure limits. (Consult Flinn Chemical Catalog/Reference Manual for specific chemical permissible exposure limits.)

The Chemical Hygiene Plan must be readily available to employees. The Board shall review and evaluate the effectiveness of the Chemical Hygiene Plan at least annually and update the plan as necessary. The Chemical Hygiene Plan includes each of the following elements and includes specific measures Monroe 2-Orleans BOCES will take to ensure laboratory and student protection.

## II. Standard Operating Procedures

### A) General Employee Rules and Procedures

- 1) Minimize all chemical exposures.
- 2) Avoid skin contact with chemicals.
- 3) Avoid underestimation of chemical hazards and risks.
- 4) Wear appropriate eye protection at all times when chemical exposure is likely. Chemical splash goggles must be worn any time chemicals, glassware or heat are used in the laboratory.
- 5) Never work alone in the laboratory, chemical storage or prep areas.
- 6) Never use materials near any source of ignition, spark, or open flame.
- 7) Flammable liquids require special attention.
- 8) Never perform a first-time chemical demonstration in front of the class. Always perform first-time demonstrations in front of other instructors to evaluate the safety of the demonstration.
- 9) Never store chemicals over, under or near a sink.
- 10) Allow only authorized personnel in the chemical storeroom.
- 11) Have a fire blanket easily accessible in case of an accident.
- 12) Train all students on how to use all the safety devices in the laboratory (e.g., eyewash, fire extinguisher, etc.).
- 13) Teach all students and employees using the science laboratory to find the safety devices quickly, if needed, in an emergency.
- 14) Know appropriate procedure in the event of a power failure.
- 15) Know where and how to use master utility controls to shut off gas, electrical and water supplies.
- 16) Do not smell or taste chemicals.
- 17) Use a safety shield whenever an explosion or implosion could occur.
- 18) Read all chemical labels prior to use.
- 19) Know and understand the hazards of the chemical as stated in the SDS and other references.
- 20) Use protective safety equipment to reduce potential exposure, i.e. gloves, respirators, fume hood, etc.
- 21) Know the locations for all-personal safety and emergency equipment, eyewash, shower, fire extinguisher and spill control materials.
- 22) Properly store all chemicals in their compatible chemical families.
- 23) Use proper transportation and disposal procedures for chemicals.
- 24) Know appropriate emergency procedures, waste disposal, spill clean-up, evacuation routes and fire emergency notification.
- 25) Understand the personal hygiene practices outlined in this Chemical Hygiene Plan.

### B) General Laboratory Rules and Procedures

- 1) Follow BOCES Policy #6420 Accident/First Aid Policy.
- 2) The laboratory should be well ventilated. (A ventilation fan which can remove the air a minimum of 4 air changes per hour in the lab and storage but 8 exchanges per hour for the prep area). Air for laboratory ventilation should directly flow into the laboratory from non-laboratory areas and out to the exterior of the building.
- 3) Post emergency telephone numbers in the chemical storage area. Have a telephone or some means of emergency communication in the laboratory, chemical storage area and prep area.
- 4) Do not use chipped, etched or cracked glassware. Glassware, which is chipped or scratched, presents a serious breakage hazard when heated or handled.
- 5) All laboratories must have an eyewash **station** capable of treating both eyes continuously for 15 minutes with copious quantities of potable water. Teach everyone in the science laboratory how to use the eyewash quickly in case of an emergency. Eyewash **station** effectiveness and operation should be inspected every three months. Promptly repair any eyewash **station** that does not meet the water flow requirements of American National Standards Institute Z358.1. Eyewash **station** should be inspected weekly.
- 6) In the event of an accident, complete an accident report in detail. Employee and Student Accident report forms can be found on the BOCES 2 Employee Portal under Forms and Documents.
- 7) Read all labels carefully- the names of many chemicals look alike at first glance.
- 8) Do not operate electrical equipment with wet hands.

- 9) Have appropriate types and sizes of extinguishers, such as Triclass ABC and/or Halon fire extinguishers. Carbon Dioxide fire extinguishers are inappropriate. A Class D fire extinguisher should be available when working with flammable solids. Fire extinguishers should be inspected every year.
- 10) Never block access to exits, fire exits, or emergency equipment.
- 11) Create an alternative evacuation route in the event the primary route becomes blocked.
- 12) Practice emergency plans.
- 13) Do not drink from lab glassware or other lab vessels.
- 14) No food in the laboratory.
- 15) Do not eat, drink, or chew gum in the laboratory.
- 16) Do not apply cosmetics in areas where laboratory chemicals are present.
- 17) Keep all aisles clear.
- 18) Do not run in the laboratory.
- 19) No unlabeled products should be stored anywhere in the science facility.
- 20) Be thoroughly familiar with the hazards and precautions for protection before using any chemical. Study the precautionary label and review its contents before using any chemical substance.
- 21) An approved eyewash station and fire blanket should be within 25 feet of the chemical storage area, where corrosives are stored and/or used.
- 22) Neutralizing chemicals, such as spill kit, dry sand, kitty litter, and other spill control materials should be readily available.
- 23) Dispose of all chemicals properly. All disposal procedures used should conform to state and local regulations. Contact the Operations & Maintenance Department of Monroe 2 Orleans BOCES for assistance with chemical disposal.
- 24) Safety showers or body drenches should be provided. Showers should be tested every six months. Promptly repair any shower or body drench that does not meet the water flow requirements of American National Standards Institute Z358.1.
- 25) Access to exits, emergency equipment and master utility controls should never be blocked.
- 26) All incidents or violation of safety procedures should be carefully analyzed by the program administrator and Chemical Hygiene Officer. ~~after a Safety Incident Report form has been completed and the results distributed to all who might benefit.~~ NOTE: For injuries, internet forms are titled Student Accident Report and/or Employee Accident Report.
- 27) Never pipet by mouth – always use a pipet bulb or other appropriate suction device.
- 28) Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken. Same eye protection (chemical splash goggles) will be used by all (whether they wear contact lenses, glasses or neither).
- 29) Never perform unauthorized laboratory experiments.

### C) Personal Hygiene Guidelines

- 1) Do not apply cosmetics, eat, chew gum, smoke, **vape**, or drink in the laboratory.
- 2) Wash hands (or other exposed body part) thoroughly after any **and all** chemical exposure or before leaving the laboratory.
- 3) Never smell chemicals directly: always waft the odors to nose using hand.
- 4) Never bring foodstuff, opened or closed, into the lab, chemical prep or storage area. Foodstuffs should not be eaten if in a room with toxic materials.

### D) Protective Clothing Requirements

- 1) Eye protection must be worn. Chemical splash goggles must meet American National Standards Institute Z87.1 standard. Wear face shields when dealing with corrosive liquids, (i.e., acids and bases).
- 2) Wear gloves which have been selected based on the hazard present in the lab. Test for holes every time gloves are worn.
- 3) Always wear a full-length lab coat or a chemical-resistant apron.
- 4) Wear low-heeled shoes. Do not wear opened-toed shoes or sandals **of any kind**. Always wear socks in the laboratory.
- 5) Contact Chemical Hygiene Officer for approval and additional guidance if respiratory protection is required.
- 6) Do not wear shorts or any clothing that does not cover skin – wear long pants or clothes to cover all skin.

- 7) Do not wear loose or balloon sleeves.
- 8) Tie back long hair.
- 9) Avoid the use of contact lenses in the laboratory. If contact lenses must be worn, the science teacher must be informed so special precautions can be taken. Same eye protection (chemical splash goggles) will be used by all (whether they wear contact lenses, glasses or neither).
- 10) Do not wear hanging jewelry.
- 11) Do not wear a long or loose necktie.
- 12) Do not wear an absorbent watchstrap.
- 13) Inspect all protective safety equipment before use. If the equipment is defective, do not use.

#### **E) Housekeeping Rules**

- 1) Keep chemicals in the chemical prep and storage area. If chemicals are moved to the classroom for lab, they must be returned to their proper storage location at the end of the day's lab periods.
- 2) Waste materials require proper containers and labels.
- 3) Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
- 4) Label all chemicals, even solutions, with name, hazard(s), and date received; for solutions made "in-house" label with name, hazard(s) and date created.
- 5) Never block access to exits or emergency equipment.
- 6) A trained individual should clean up all spills properly and promptly.
- 7) Work and floor surfaces should be cleaned regularly and kept free of clutter.

#### **F) Spill and Accident Procedures**

- 1) Notify – Call for help. Evacuate – get everyone to a safe location. Assemble – Organize the students and employees. Report – Complete a detailed accident report after the emergency is over.
- 2) Clean up spills immediately and thoroughly. Follow approved spill cleanup procedures. Spills should only be cleaned up by approved personnel.
- 3) A bucket of dry sand, a spill kit, kitty litter, or other spill control materials should be available to be used as a Class D fire extinguisher and to provide traction on a slippery floor.
- 4) Neutralizer for both acid and base spills should be available in the event of a chemical spill.

#### **G) Chemical Storage Rules and Procedures**

- 1) Keep an updated inventory of all chemicals, including the amount and location.
- 2) Stored chemicals should be examined annually for replacement, deterioration and chemical integrity.
- 3) Label all teacher-made chemical solutions with the identity of the contents, date, concentration, hazard information and teacher name.
- 4) Label all chemicals with the purchase date.
- 5) Establish a separate and secure storage area for chemicals. This area should be kept locked at all times. Students are not permitted in chemical storage area.
- 6) Do not allow incoming shipments of chemicals to be opened by school personnel other than qualified science teachers. Keep the special and expensive shipping containers for possible use in chemical storage.
- 7) All chemicals should be stored in chemically compatible families.
- 8) Store the minimum amount of chemical needed.
- 9) Store corrosives in appropriate corrosive cabinets.
- 10) No flammable materials should be stored outside an approved flammables storage cabinet unless in safety cans.
- 11) Do not store items in the fume hood. The storage of items in the fume hood is a fire hazard and decreases the efficiency of the fume hood.
- 12) If possible, keep certain items in the original shipping package, e.g., acids and bases in the special Styrofoam cubes.
- 13) Avoid storing chemicals on shelves above eye level.
- 14) The storage area and cabinets should be labeled as to identify the hazardous nature of the products stored within. This will allow fire department officials to quickly see a potentially hazardous area.
- 15) Shelving above any work area, such as a sink, should be free of chemicals or other loose miscellaneous objects.
- 16) Shelving sections should be secured to walls or floor to prevent tipping of entire sections.

- 17) Shelves should be equipped with a barrier to prevent containers from rolling off.
- 18) Chemicals should not be stored on the floor except in approved shipping containers.
- 19) Storage area should be ventilated by at least four changes of air per hour. Isolate the chemical storage exhaust from the general building ventilation system.
- 20) Never store food in a laboratory refrigerator. Place sign on refrigerator to notify of restricted use, lock if necessary.
- 21) Store chemicals in a separate, locked, dedicated storeroom, marked as poison.
- 22) Store all poisons in a locked cabinet.
- 23) Only authorized personnel are allowed in the chemical storage area. Students should never be allowed in this area.
- 24) Chemical exposure to heat or direct sunlight should be avoided.

#### **i. Storage Requirements – Compressed Gas Handling Instructions**

- 1) Compressed gases should be handled as high energy sources, and therefore, as potential explosives.
- 2) Always protect the cylinder valve stem.
- 3) Compressed gas cylinders should have **the** cap in place when not in use or when being moved.
- 4) Avoid exposures of cylinders to heat. Do not store gas cylinders in direct sunlight.
- 5) Never lubricate, modify, force or tamper with a cylinder valve.
- 6) Cylinders of toxic, flammable, or reactive gases should be used only under a fume hood.
- 7) Do not extinguish a flame involving a combustible gas until the gas is shut off – otherwise it can re-ignite – possibly causing an explosion.
- 8) Gas cylinders must be secured in place. They must be protected to prevent valve damage which may be caused by falling.

#### **ii. Storage Requirements – Flammable Chemicals Handling Instructions**

- 1) Store all flammables in a dedicated flammable cabinet.
- 2) Keep cool, between 55°F and 80°F, at all times.
- 3) Store away from all sources of ignition.
- 4) Store away from all oxidizers.
- 5) Never store flammables in refrigerators unless the refrigerator is explosion proof.
- 6) Avoid storing any chemicals, especially flammable materials in direct sunlight.

#### **iii. Storage Requirements – Corrosive Materials Handling Instructions**

- 1) Store corrosives in appropriate corrosive cabinets.
- 2) If possible, keep certain items in the original shipping package, e.g., acids and bases in the special Styrofoam cubes.
- 3) Working with corrosive material requires special eyewear. Wear chemical splash goggles, which must meet ANSI Z87.1 standards, when handling corrosive materials. Wear face shields when using corrosives.
- 4) At least every three months inspect all shelf clips in the acid cabinet to check for possible corrosion. These shelf clips are the only thing preventing a collapsed shelf. **They** **The clips** require special attention.

#### **H) Procedure – Specific Safety Rules and Guidelines (for extremely hazardous chemicals)**

- 1) Use a fume hood when the permissible exposure limit for a chemical is less than 50ppm as indicated on the chemical SDS.
- 2) Use carcinogens, mutagens, teratogens and allergens only under a fume hood.
- 3) Handle toxic, corrosive, flammable and noxious chemicals under a fume hood.
- 4) Do not expose flammable liquids to open flame, sparks, heat or any source of ignition.
- 5) Only use flammable solids (sodium, potassium, lithium, etc.) in very small quantities.
- 6) Use a safety shield when igniting flammable solids.
- 7) Water – reactive solids (sodium metal, potassium metal, etc.) should be stored under dry oil.
- 8) Use extreme caution when handling finely divided (dust-like) material. Finely divided materials may form explosive mixtures with air.
- 9) Open cans of ether (ethyl ether) should be properly disposed of after use and not stored unless absolutely necessary. Rely on expiration date to dispose of the material.

- 10) Glycerin should be available only to the instructor.

### I) Prior Approval Procedures

There may be some ~~procedures demonstrations and experiments~~ which require prior approval before an instructor attempts to perform them, ~~such as demonstrations and experiments~~. These ~~procedures demonstrations~~ must be determined by cooperation and communication between the Science teacher and the Chemical Hygiene Officer in conjunction with O&M Director.

### J) Safety Equipment Inspection

One of the most important sections of the Laboratory Standard states that all safety equipment in the facility must function at all times.

- 1) Goggles always must be clean and functional.
- 2) Laboratory ventilation must meet the standard of eight air changes per hour and must be tested quarterly for prep areas and four air exchanges per hour for the laboratory and storage area.
- 3) A respirator must be fit tested and the appropriate cartridges must be available. Contact Chemical Hygiene Officer for approval of respirator usage prior to purchasing.
- 4) Have appropriate types and sizes of extinguishers such as Triclass ABC and/or Halon fire extinguishers. Carbon Dioxide fire extinguishers are inappropriate. A Class D fire extinguisher should be available when working with flammable solids. Visual inspections of fire extinguishers are required monthly. Full Maintenance inspection by certified inspector is required annually.
- 5) Eyewashes must be flushed at least weekly. They must be determined to be at least functional, clean, and unobstructed by clutter. (This applies to plumbed eyewash stations). Annual inspection by O&M, needs to include water temperature, water capacity, and valve connections.
- 6) Fume hoods must be operational at least the level of 70-100 linear feet per minute as measured with a velometer. Fume hoods should be tested and inspected annually by Chemical Hygiene Officer or GV BOCES Health & Safety personnel.

All the above items and all safety equipment must be inspected every three months at the minimum, **using the attached Science Classroom Safety Inspection form**. Any safety equipment failing this quarterly inspection or reported to be out of order at any time must be repaired immediately. Any safety equipment found to be out of order is a serious violation of the Laboratory Standard and plan.

## III. Employee Training

BOCES provides ongoing training sessions for employees. Training includes:

- 1) Content and location of this Chemical Hygiene Plan and the Laboratory Standard.
- 2) Potential hazards involved in using chemicals.
- 3) Signs and symptoms of overexposure to chemicals. How to detect potentially harmful exposures before they are harmful.
- 4) Location and availability of chemical Safety Data Sheets (SDS).
- 5) Understanding of the permissible exposure limits (PELs) used in the school.
- 6) The proper use and location of all safety equipment.

## IV. Exposure Evaluations

All suspected exposure beyond permissible exposure limits will be investigated in a prompt and timely fashion.

In the event of an overexposure, after the immediate event, document all chemicals and circumstances involved in the overexposure. This information should be used to change safety practices to further improve lab safety and maintain these files and make them accessible to the employees except as prohibited by law.

Signs of overexposure are numerous; they include:

- 1) Accidental breakage of hazardous material container.

- 2) A skin rash or irritation occurring because of contacts with a chemical.
- 3) Caustic splashes to eyes, face or body.
- 4) Symptoms such as nausea and dizziness.

If monitoring of the air is determined to be necessary, the results of the monitoring must be made available to the employees within 2 weeks.

## **V. Medical Evaluations**

Make medical consultation and examination available to employees when:

- 1) Any sign or symptom of an overexposure to a chemical is present.
- 2) Monitoring has indicated an overexposure to a chemical has occurred.
- 3) There has been a spill or uncontrolled release of chemical fumes.

Any emergency medical facility the employee is transported to and/or evaluated by will be provided with the names of the chemicals used, circumstances of the exposure and all signs and symptoms of the exposure.

The medical examinations dealing with the overexposure must be documented and other employees working under the same conditions must be notified. All documentation must be kept on file and accessible by other employees working in this area, unless otherwise prohibited by law.

All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, and without loss of pay.

## **VI. Monitoring**

Monitoring will be conducted where a suspicion exists that exposure to a particular substance is over the exposure limit. Where the results indicate an overexposure, the exposure should be limited by the following Administrative Controls: 1) Purchase less toxic product that will provide same results; 2) Engineering controls, such as installation of ventilation hoods; 3) Ensure access to and use of Personal Protective Equipment as per SDS, such as masks, goggles, etc. Monitoring will continue to ensure that these steps are adequate for reducing exposure levels. Employees will be made aware of and have full access to the monitoring of substances.

## **VII. BOCES Emergency Evacuation Plan**

The Evacuation Plan included in the SAVE plan will be followed. The following are examples of laboratory specific incidents that would require evacuation:

- \* An experiment gets out of control.
- \* Flammable materials are spilled.
- \* Gas is smelled.
- \* Mercury is spilled.
- \* Fumes are strong enough to be smelled by over 50% of the people in the room.

Once determined that evacuation is necessary, staff members and students must proceed in an orderly fashion as in a fire drill.

## **VIII. Appendix**

[Chemical Disposal Form](#)

[Classroom Safety Inspection Form](#)

[Chemical Inventory Worksheet Template](#)

[OSHA Laboratory Standard](#)

[Radiation Exposure Tracking – next page](#)



9. New Business

10. Resolution to Authorize DPAs Negotiated by the RIC (Regional Information Center) ROC (Risk Operations Center) and its Attorneys

RESOLUTION OF BOARD OF EDUCATION

WHEREAS, four (4) BOCES (Onondaga-Cortland-Madison BOCES, Albany-Schoharie-Schenectady-Saratoga BOCES, Madison-Oneida BOCES and Broome-Tioga BOCES) have collaborated and entered into an Article 5 General Municipal Law intermunicipal arrangement for the purpose of improving vendor management and data security and privacy practices for school districts and/or BOCES statewide known as the RIC ONE Risk Operations Center (the "ROC");

WHEREAS, the Board of Education of the , through its affiliation with a locally based Regional Information Center, participates with the ROC and desires, for the 2026-2027 fiscal year, to authorize the ROC and its attorneys to negotiate Data Privacy Agreements and related exhibits (DPAs) with vendors and third-party contractors that include the requirements of, and compliance with, New York State Education Law Section 2-d and Part 121 Regulations (collectively, "Ed Law 2d") related to student personally identifiable information (PII) and certain Teacher and Principal APPR data;"

WHEREAS, the ROC also partners with NYSED, the Access4Learning Student Data Privacy Consortium (SDPC) and The Education Cooperative (TEC), to negotiate and approve Ed Law 2-d compliant DPAs;

WHEREAS, the DPAs are presented to school districts and/or BOCES for final execution and do not require the expenditure of funds beyond those budgeted;

BE IT RESOLVED, the Board of Education authorizes the use of DPAs negotiated by the RIC ROC and its attorneys, consistent with its needs and the needs of its students; and

BE IT FURTHER RESOLVED, that the Monroe RIC reserves to itself the right to make determinations regarding the use of such DPAs and the software and/or technology resources to which they relate and to consult with its own legal counsel to review any specific issues or concerns before executing any DPA.

CERTIFICATION

It is hereby certified that the above motion was approved by the \_\_\_\_\_  
Board of Education at its meeting, duly noticed, held on \_\_\_\_\_.

Dated, \_\_\_\_\_ 2026

\_\_\_\_\_  
Board Clerk

9. New Business

11. Resolution to Approve Policy 6220 Alcohol, Drugs and Other Substances

## VARIOUS POLICY UPDATES CHART

### *AD HOC POLICIES*

Italics means added in, strikethrough means to delete. Review means no substantive changes.

<i>POLICY NUMBER</i>	<i>RATIONALE</i>
6220 Alcohol, Tobacco, Medicines, Drugs and Other Substances (Students)	After Board Approved the title change to Policy 6220 on May 13, 2026, language was added to this Policy which was taken from Staff Regulation 5260R on Alcohol, Drugs and Other substances, to provide same guidance for students.

**Monroe 2-Orleans BOCES Policy****Series 6000 – Students****Policy #6220 – ALCOHOL, TOBACCO, MEDICINES, DRUGS AND OTHER SUBSTANCES (STUDENTS)****Prohibited Conduct**

The Board recognizes that the misuse of alcohol (in any form including powdered), tobacco, electronic cigarettes (e-cigarettes), vaporizers, “dab,” “dabs,” or “dab pens,” THC, *THC* edibles, nicotine and nicotine-related products, prescription marijuana, illegal drugs, drug paraphernalia, illegal substances, substances that mimic the effect of illegal substances/drugs, counterfeit and designer drugs, look-alike drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar substances as more fully specified in the Code of Conduct, is a serious problem with legal, physical, emotional, and social implications for students, as well as the entire community. Therefore, the consumption, sharing, *giving*, selling, use, and/or possession, distributing, exchanging, manufacturing, or under the influence of or appear under the influence of these and similar substances, as well as tobacco products (or any product in any form that contains nicotine including e-cigarettes or a vaporizer). Tobacco is defined as any lighted or unlighted cigarette, cigar, cigarillo, pipe, bidi, clover, and any other smoking product or matter that contains tobacco and spit tobacco such as smokeless dip, chew and/or snuff, in any form) and drug paraphernalia are prohibited in accordance with law and regulation, Code of Conduct, and/or other similar documents.

Students are not permitted to be under the influence of alcohol, drugs, or other prohibited substances as referenced above, on BOCES owned or leased grounds or at BOCES-sponsored events or at BOCES programs off site, *or at a work based learning experience.*

**Disciplinary Measures**

Students will be disciplined in accordance with policy, the Code of Conduct, and/or similar documents for the violating of the above-prohibited conduct.

**Supportive Programs**

Activities and programs will be developed to support healthy, safe and drug-free environments and may include drug and violence prevention programs, education programs, professional development programs, early identification of mental health symptoms, mental health services partnerships, provide counseling and mentoring to students at risk, nutritional education, relationship building skills, high quality training for support personnel and implement positive behavioral interventions and supports.

*1) Sanctions for students, subject to the provisions of Education Law, may include:*

*Progressive disciplinary measures such as a warning, in-school suspension or detention after school, accompanied by a parent conference.*

*Suspension from school, and/or from bus-riding or driving privileges, accompanied by a parent conference.*

**Instruction/Training**

*1) Students*

**Monroe 2-Orleans BOCES Policy**

**Series 6000 – Students**

**Policy #6220 – ALCOHOL, TOBACCO, MEDICINES, DRUGS AND OTHER SUBSTANCES (STUDENTS)**

*Students enrolled on a full-time basis in BOCES programs, such as the Special Education Program, will be provided an age appropriate, developmentally based and sequential K-12 Health curriculum that provides for:*

- a. Accurate information about drugs and alcohol, including the physical, psychological, and social consequences of their use/abuse.*
- b. Information about the relationship of drugs and alcohol use/abuse to other health-compromising issues such as HIV/AIDS, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school or work.*
- c. Promotion of appropriate life skills to resist the use of drugs and alcohol to foster healthy life styles.*
- d. Helping students identify personal risk factors for drugs and alcohol use/abuse and the steps needed for risk reduction.*
- e. Assistance to develop a positive self-concept.*
- f. Helping students identify when they are under stress and how to manage or reduce stress through non-chemical means.*
- g. Information about the availability of drug and alcohol counseling, rehabilitation and re-entry programs.*
- h. The standards of conduct expected of students and the sanctions that may be imposed for violation of the standards.*

*Students enrolled on a part-time basis in BOCES programs, such as Project ADEPT, ESL or Career and Technical (Occupational) Education, are provided similar instruction in the curriculum of their home school district.*

*The Human Resources Office will provide the initial training to employees of BOCES in the orientation program provided new employees and each department will provide ongoing training on at least an annual basis.*

***Support Services***

*To support the efforts of students and employees to maintain a healthy life-style, devoid of drug or alcohol use, a wide range of services will be provided:*

- 1) The mental health counseling staff in the various BOCES programs have been trained and will provide support to students targeted as high-risk for drug or alcohol use.*

**Monroe 2-Orleans BOCES Policy**

**Series 6000 – Students**

**Policy #6220 – ALCOHOL, TOBACCO, MEDICINES, DRUGS AND OTHER SUBSTANCES  
(STUDENTS)**

*Individual, group and family counseling will be provided to students targeted as high-risk for drug or alcohol use.*

*Students will be referred to appropriate agencies and/or their home school district when their use/abuse of drugs or alcohol requires counseling and/or treatment.*

***Students and Parents (Departmental)***

*a. Each year, following registration in BOCES classes or programs, each department will send the notification to students and parents; and*

*b. Notification will be included in all student and parent handbooks and appropriate brochures about the respective programs.*

Adopted: 7/13/1999

Revised: 10/21/2009

Revised: 05/12/2010

Reviewed: 6/15/11

Revised: 5/9/2012

Revised: 8/15/2012

Revised: 5/15/2013

Reviewed: 5/14/2014

Revised: 5/13/2015

Reviewed: 8/19/2015

Revised: 6/15/2016

Revised: 5/10/2017

Revised: 5/09/2018

Revised: 5/15/2019

Revised: 10/16/2019

Revised: 5/13/2020

Revised: 5/12/2021

Reviewed: 5/11/2022

Reviewed 5/10/2023

Revised: 5/15/2024

Revised:5/14//2025

Revised: 5/13/2026

9. New Business

12. Resolution to Approve the 2026-27 Academic Intervention Services (AIS) Plan

# ACADEMIC INTERVENTION SERVICES

Monroe 2-Orleans BOCES

~~2025-2026~~

***2026-2028***

Board Approved \_\_\_\_\_

## **Overview of AIS:**

Academic Intervention Services (AIS) is supplemental instruction or additional support that assist K – 12 students who are at risk of not achieving the state learning standards for ELA and/or Math as evidenced by the student eligibility factors listed below.

AIS will be maintained as per New York State Education Department regulations.

## **Student Eligibility Factors:**

The multiple measures below should be utilized for student eligibility of AIS. Students should be considered holistically; a single indicator does not necessarily qualify a student.

- Performing 2 or more grade levels below on:
  - iReady/IXL
  - Literacy Profile
  - Benchmark Assessments
  - Classwork (i.e. lesson/unit assessments, progress monitoring, writing samples, projects, etc.)
- Scoring Level 1 or 2 on the New York State ELA or Math test
- Failing a Regents Exam in Math, ELA, Social Studies, or Science

Please note:

- Students may be eligible for AIS in ELA, Math or both content areas.
- If a student is not classified as NYSAA then they are required to receive AIS under the eligibility factors listed above.
- For students in grades K - 2 there may be an insufficient amount of assessment and anecdotal data to determine eligibility.

## **Student Exit Factors:**

The multiple measures below should be utilized to determine if a student no longer requires AIS. Students should be considered holistically; a single indicator does not necessarily qualify a student.

- Performing at grade level on:
  - iReady/IXL
  - Literacy Profile
  - Benchmark Assessments
  - Classwork (i.e. lesson/unit assessments, progress monitoring, writing samples, projects, etc.)
- Scoring Level 3 or 4 on the New York State ELA or Math test
- Passing a Regents Exam in Math, ELA, Social Studies, or Science

## **Verify your AIS roster:**

A list of each of your students and their current AIS status will be sent to you from the Department of Exceptional Children or Westside Academy. Once you receive this list, please follow the steps below.

Step 1 – Confirm all your students are listed. If a student is missing, please add them to the list. Strikethrough any student who should not be on your roster.

Step 2 – Verify the AIS status of each of your students. Indicate any required changes in AIS status and/or content areas. If a student no longer requires AIS in ELA and/or Math, provide a note with your rationale.

Step 3 – Identify the intervention provider for each content area

Step 4 – Sign the AIS roster

Step 5 – Submit your updated AIS roster by the last day of October to Tanya Frank [tfrank@monroe2boces.org](mailto:tfrank@monroe2boces.org) (for Department of Exceptional Children) or Lorraine Bennett [lbennett@monroe2boces.org](mailto:lbennett@monroe2boces.org) (for Westside Academy).

*Note: AIS rosters should be verified quarterly using steps 1-3 above. Notify Tanya Frank or Lorraine Bennett of any changes with your rationale.*

**Sample AIS Roster:**

Homeroom Teacher Name:

School Year:

Student Name	AIS ELA	Provider	AIS Math	Provider
Josiah Jones	X	Mrs. Smith		
Amy Adams			X	Mr. Potter
Stacey Sullivan	X	Mrs. Peach	X	Mrs. Peach
Khalid Kemp				
Cassandra Carter	X	Mrs. Smith	X	Mr. Potter

I attest that the information above is accurate.

Teacher’s Signature: \_\_\_\_\_

**Ongoing Progress Monitoring:**

It is the teacher’s professional responsibility to monitor students’ progress every 4-6 weeks. It is best practice to keep documentation of students’ AIS goals and progress. Goals and instruction should change as students develop their skill set and progress toward their grade level standards.

**Reporting AIS Progress:**

Quarterly AIS comments for the report card.

**Choices:**

- *Your student continues to progress toward academic achievement and will continue to receive AIS.*
- *At this time your student is not making progress toward academic achievement and will continue to receive AIS.*
- *Your student is not making progress toward academic achievement due to frequent absences.*

**Sample Identification Letter:**

The letter below will be sent from the Department of Exceptional Children or Westside Academy (not from teachers) to families after you have verified your AIS roster or if a student is identified mid-year.

*(Date)*

*Dear Parent/Guardian of (list child’s name):*

We are committed to ensuring that every student at Monroe 2-Orleans BOCES achieves their full potential. As part of this commitment, we provide Academic Intervention Services (AIS) to support students who need additional help in meeting the New York State learning standards in English Language Arts and Mathematics. Your child has been identified as a student who should receive AIS as designated below:

<i><b>AIS ELA</b></i>	<i><b>AIS Mathematics</b></i>
<i>(list provider's name or n/a)</i>	<i>(list provider's name or n/a)</i>

The focus for AIS support is to increase academic achievement. Supports may include, but are not limited to:

- Remedial/supplemental instruction
- Small group instruction
- One-to-one instruction
- Interactive computer programs

Ongoing evaluation of your child's progress will be shared with you and will be used to determine the need to continue or end these services. This information will be found in your child's report card.

If you have any questions regarding the provision of AIS, please feel free to contact me.

Sincerely,

Suzanne Maxim

or

Edward Mongold

[smaxim@monroe2boces.org](mailto:smaxim@monroe2boces.org)

[emongold@monroe2boces.org](mailto:emongold@monroe2boces.org)

**Sample Exit Letter:**

The letter below will be sent from the Department of Exceptional Children or Westside Academy (not from teachers) to families after you notify Tanya Frank (for Department of Exceptional Children) or Lorraine Bennett (for Westside Academy) that a student has met the exit factors.

*(Date)*

*Dear Parent/Guardian of (list child's name):*

*Earlier this school year you received a letter informing you that your child is receiving Academic Intervention Services (AIS). Based on your student's academic progress your child will no longer require AIS in:*

<i><b>AIS ELA</b></i>	<i><b>AIS Mathematics</b></i>
<i>(type X or leave blank)</i>	<i>(type X or leave blank)</i>

*If you have any questions regarding the provisions of AIS, please feel free to contact me.*

Sincerely,

Suzanne Maxim

or

Edward Mongold

[smaxim@monroe2boces.org](mailto:smaxim@monroe2boces.org)

[emongold@monroe2boces.org](mailto:emongold@monroe2boces.org)

9. New Business

13. Resolution to Accept Donation of 2019 Chevy Malibu From West Herr Group



REQUEST FORM FOR GIFTS AND/OR DONATIONS TO  
MONROE 2-ORLEANS BOCES

Section 1

Board approval is required before accepting any donation. BOCES 2 staff seeking Board approval of a donation must complete Sections 2 through 4 below. Only fully completed forms (both sides) will be presented to the Board for approval. The BOCES 2 Board reserves the right to approve or deny the donation request.

Section 2

BOCES 2 Staff Information:

Name of Program: AutoBody

Staff Member Name: Joe Nowicki

Program Supervisor Name: Sen Dewitt

Section 3

Additional Information:

How will BOCES 2 acquire the donation(s)?

- Donation will be delivered to BOCES location
- BOCES 2 staff will need to pick donation up
  - Who will be responsible for picking up the donated item? \_\_\_\_\_
- A moving company may be required to deliver donated item(s)

Will there be costs associated in acquiring the donation(s)?  YES  NO

If yes, please identify anticipated costs

- Moving expenses
- Installation expenses
- Ongoing maintenance (regular preventative, repair, etc.)

Is the donation(s) in working condition?  YES  NO

How will the donated item be used, benefit the program and/or reduce costs?

students will be able to use the vehicle for learning disassembly. Reassembly - finishing - suspension, Air bag system, and mechanical system



Section 4

Donor Information:

Donor Name (Company or Individual): West Herr  
Donor Address: 4545 Ridge Road west, Rochester, N.Y. 14626  
Contact Person Name (If different from above): John Furey  
Contact Person Phone Number: 585) 352-1955  
Contact Person Email Address: jfurey@west Herr.com

Description of item(s) to be donated (please include a picture if possible):

2019- chev malibu.

**Internal Use Only:**

Cabinet Member: Jon Koeng  
Approve:  Deny:   
Signature: [Signature] Date: 6/1/26

Assistant Superintendent Name: Tom Schult  
Approve:  Deny:   
Signature: [Signature] Date: 6/2/26

District Superintendent Name: T. Putnam  
Approve:  Deny:   
Signature: [Signature] Date: 6/4/26

Monroe 2-Orleans BOCES Board:  
Approve:  Deny:   
Board Meeting Date: \_\_\_\_\_











MALIBU



9. New Business

14. Resolution to Accept Donation of Ecoline Sandblaster 4941 From Kirk Pittman/Thermofisher



REQUEST FORM FOR GIFTS AND/OR DONATIONS TO  
MONROE 2-ORLEANS BOCES

**Section 1**

Board approval is required before accepting any donation. BOCES 2 staff seeking Board approval of a donation must complete Sections 2 through 4 below. Only fully completed forms (both sides) will be presented to the Board for approval. The Board reserves the right to approve or deny the donation request.

**Section 2**

BOCES 2 Staff Information:

Name of Program: Auto Tech

Staff Member Name: Dave Shalke

Program Supervisor Name: Jennifer DeWitte

**Section 3**

Additional Information:

How will BOCES 2 acquire the donation(s)?

- Donation will be delivered to BOCES location
- BOCES 2 staff will need to pick up donated item
  - Who will be responsible for picking up the donated item? \_\_\_\_\_
- A moving company may be required to deliver donated item(s)

Will there be costs associated in acquiring the donation(s)?  YES  NO

If yes, please identify anticipated costs

- Moving expenses
- Installation expenses
- Ongoing maintenance (regular preventative, repair, etc.)

Is the donation(s) in working condition?  YES  NO

How will the donated item be used, benefit the program and/or reduce costs?

The sandblaster will be used for small automotive parts to demonstrate and instruct students on the mastering skill of sandblasting techniques. Student will use the sandblaster to refurbish parts as well as cleaning up/polishing metal pieces for reuse.



**Section 4**

**Donor Information:**

Donor Name (Company or Individual): Kirk Pittman  
Donor Address: 75 Panorama Creek Drive Rochester, NY 14625  
Contact Person Name (If different from above): \_\_\_\_\_  
Contact Person Phone Number: 585-738-5941 or 585-899-7432 (Steve)  
Contact Person Email Address: kirk.pittman@thermofisher.com

**Description of item(s) to be donated (please include a picture if possible):**

This is a full size sandblaster- Econoline 4941  
  
See photo attached

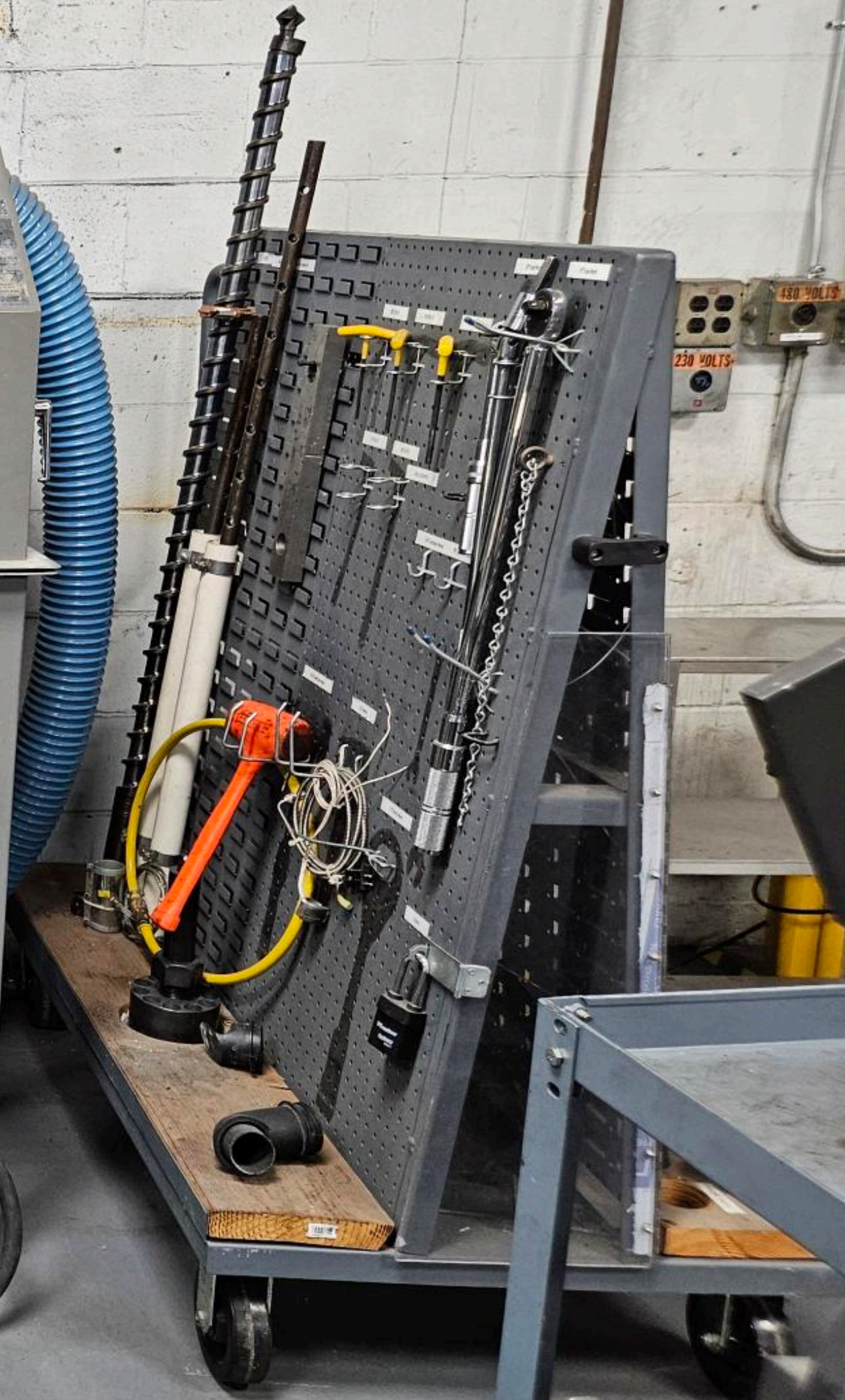
**Internal Use Only:**

Cabinet Member: \_\_\_\_\_  
Approve:  Deny:   
Signature: Jon Keeng Date: 6/12/26

Assistant Superintendent Name: Tom Schultz  
Approve:  Deny:   
Signature: \_\_\_\_\_ Date: 6/12/26

District Superintendent Name: Thomas K. Putnam  
Approve:  Deny:   
Signature: Thomas K. Putnam Date: 6/12/2026

Monroe 2-Orleans BOCES Board:  
Approve:  Deny:   
Board Meeting Date: \_\_\_\_\_



**ECONOLINE®**

Grand Haven, Michigan 49417

OPERATION GUIDE

MAXIMUM PRESSURE 120 PSI  
MINIMUM PRESSURE 5 PSI

CAUSES OF POOR ABRASIVE FLOW:

AIR JET WORN OUT. REPLACE ASSEMBLY

SIPHON TUBE WORN OUT, REPLACE

ABRASIVE WET OR SOGGY FROM WATER IN AIR  
LINE. REPLACE WITH DRY ABRASIVE AND USE  
DRY AIR.

EXCESSIVE DUST:

TOO MUCH ABRASIVE IN HOPPER. 25 TO 50 LBS.  
IS SUFFICIENT

POOR QUALITY ABRASIVES, SUCH AS SAND OR  
RECLAIMED ABRASIVES.

GOOD QUALITY ABRASIVES USED, BUT BROKEN  
DOWN TO APPROXIMATELY THE CONSISTENCY  
OF FLOUR.

GUN DETAIL:

REMOVE NOZZLE AND AIR JET ASSEMBLY  
PERIODICALLY TO CLEAN INSIDE OF GUN.

REPLACE AIR JET AND NOZZLE WHEN WORN  
OUT.

FOR MAXIMUM GUN LIFE AND TO EQUALIZE  
WEAR, ROTATE NOZZLE & AIR JET OCCASION-  
ALLY

MADE IN  
U. S. A.

**ECONOLINE**  
Grand Haven, Michigan 49417

**ECONOLINE**

Page 1 of 1  
ECONOLINE  
MACHINE OILS

Oil	Viscosity	Weight	Grade
1.1	100	100	100
1.2	100	100	100
1.3	100	100	100
1.4	100	100	100
1.5	100	100	100
1.6	100	100	100
1.7	100	100	100
1.8	100	100	100
1.9	100	100	100
2.0	100	100	100
2.1	100	100	100
2.2	100	100	100
2.3	100	100	100
2.4	100	100	100
2.5	100	100	100
2.6	100	100	100
2.7	100	100	100
2.8	100	100	100
2.9	100	100	100
3.0	100	100	100

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LOT #2-1-200525-801

10. Personnel and Staffing

1. Resolution to Approve Personnel and Staffing Agenda

10. Personnel and Staffing

2. Resolution to Approve Individual Agreements

Be it so hereby resolved that the Board approves the Agreements between the District Superintendent and the following individuals for the period of July 1, 2026 – June 30, 2027:

Kelly Mutschler

Travis Sleight

Jennifer Talbot

10. Personnel and Staffing

3. Resolution to Approve Extension of Probationary Period

11. Bids/Lease Purchases

There are no bids/lease purchases this month.

12. Student Board Member Report - Xavier Williams

13. Executive Officer's Reports

1. Albany D.S. Report
2. Local Update

14. Upcoming Meetings/Calendar Events

- June 19 Juneteenth Holiday, BOCES Closed
- June 24 1:00 pm Westview Graduation ESC, PDC
- June 25 1:00 pm Audit Committee Meeting ESC, Board Room
- July 3 July 4<sup>th</sup> Holiday, BOCES CLOSED
- July 8 6:00 pm Reorganizational- Regular Meeting ESC PDC 1-2

15. Other Items

16. Executive Session

17. Adjournment